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STANDARD FORM NO. 64

Office Memorandum UNITED STATES GOVERNMENT

CONFIDENTIAL

TO : Acting Chief, Administrative Staff DATE: SEP 14 1953

ATTN : Mr. [redacted] 25X1A9A

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Comments on Proposed Policy Regarding Overtime

1. Paragraph No. 3a should be amended to eliminate the following portion: "for determining that funds are available for payment for overtime work". Unless funds for overtime are allotted to the Staff or Division, and obligations are made by the Staff or Division against the allotment, it is not possible to know if funds are available. It is believed the intention is to control the funds at the Administrative Staff, LO level. If overtime is approved by the Chief or Deputy Chief of Logistics, it can be assumed that the Budget Officer on the Administrative Staff has determined that funds are available. The only control to be exercised by the Staff or Division is to keep within the amount of overtime authorized.

2. Add the following to paragraph No. 4a: "Each Staff or Division must keep within the approved overtime granted to their activities in order not to exceed the Logistics Office budget for overtime".

3. Change paragraph No. 4b to: "Direction of Approved Overtime".

4. Change paragraph No. 4c to add as a final sentence the following: "A certain amount of realignment of overtime between Divisions is possible to meet emergencies and keep within the budget. The occasions when it is necessary to direct overtime without prior approval must be relatively few, in view of the fact that overtime is budgeted and the Logistics Office must keep within its budget."

25X1A9A [redacted]

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1 enclosure
Proposed Draft

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